

INSTRUCTIONS

PURPOSE OF FORM

This form allows SNL Management to authorize members of the workforce to request for their clearance to remain active while on an authorized Leave of Absence (Child Care, Military or Personal) or a Sickness Absence anticipated to be more than 90 calendar days.

The Personnel Security Clearance Office is required by DOE to terminate clearances of individuals who will not require access to classified information 90 calendar days or more. DOE allows Sandia's Personnel Security Clearance Office to waive this requirement when it is documented that the individual will require their clearance immediately upon returning to work to perform duties that require them to access classified information.

This form does not have any bearing on the members of the workforce employment status. To ensure employment status is not affected, an absence must still be handled directly through Human Resources in addition to submitting this request to the Sandia Personnel Security Clearance Office.

REQUIRED FORMS

The forms listed below must be completed and submitted to the Personnel Security Clearance Office to request for a clearance to remain active while on an authorized Leave of Absence or Sickness Absence anticipated to be more than 90 calendar days.

- ✓ [PERSEC F 5633.29](#), Leave of Absence Request (Completed by Applicant/Member of Workforce)
- ✓ SF 2730-RMC, Management Request to Maintain Clearance During an Absence (Completed by SNL Management)

FORM FIELDS

Management Request & Approval

Name: List name of the SNL management member responsible for authorizing the request.

Title: List management title (e.g. Manager, Team Lead etc.).

Department Number: List SNL Department number.

Signature: SNL management member signature.

Phone Number: List SNL management member phone number. (###) ###-####

Date: List current date: MMM DD,YYYY

Applicant Information

Full Name: List the applicants full name (First Middle Last)

SNLID: List the applicants SNLID.

Leave Start Date: List leave of absence start date.

Expected Return Date : List expected date of return from leave of absence.

HOW TO SUBMIT THIS FORM

Upon completion of all fields provide this form to the applicant to submit to the Personnel Security Clearance Office. If the applicant is unable to submit this form with the PERSEC F 5633.29, fax or email the form to the Personnel Security Clearance Office.

Fax: (505) 844-9739 or

E-mail: clearance-nm@sandia.gov

Management Request to Maintain DOE Security Clearance During an Absence

MANAGEMENT REQUEST & APPROVAL

Requests to maintain DOE Security Clearances requires authorization by an SNL management team member.

Immediately upon return, the individual listed below will require their clearance in order to perform job duties requiring access to classified information. Based on this criterion, I am requesting that the individual's clearance remain active while they are on an authorized absence. I understand that no exceptions will be approved for more than 180 consecutive calendar days. I further understand that if this request is not submitted to the SNL Personnel Security Clearance Office in sufficient time to be processed and approved, this request may be denied and the clearance may be terminated.

<i>Name:</i>	<i>Title:</i>	<i>Department Number:</i>
<i>Signature:</i>	<i>Phone Number:</i>	<i>Date:</i>

APPLICANT INFORMATION

Full Name (First Middle Last):

<i>SNL ID:</i>	<i>Leave Start Date:</i>	<i>Expected Return Date:</i>
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